

Competency-Based Questions – Examples

(Choose one from each category)

Organizational

1. Give me some examples of how you determine priorities in scheduling your time.
2. Give me an example of a time when you had to juggle several important activities and projects in a limited amount of time. Did you stay on top of all of them? How?
3. Tell me about a time you had multiple tasks or projects given to you at the same time and how you decided what to do when.
4. Describe how you have improved the organization of a system, process, or task in your current position?
5. Tell me about the last time you missed a deadline because you were not well organized.

Analytical

1. There are times where there is an incredible amount of data and information to be analyzed. Tell me about a time you faced this situation and exactly what you did to boil everything down to what was most important.
2. Give me an example of a time where you caught a discrepancy or inconsistency in the available information that might have caused significant problems if you had missed it.
3. Tell me about the task or project that you were responsible for that best demonstrates your ability to analyze information.
4. Tell me about the most complex or difficult information you have had to analyze.

Team Player

1. Tell me about a time you led a team that had one or more unproductive/negative members. What was the situation and how did you motivate everyone on the team to successfully complete the project.
2. Describe a time you led a team of people who didn't always see eye-to-eye. How did you get them to work together to complete a project.
3. Give me an example of a time you successfully built a project team from scratch. What was the project? How did you go about selecting the team members? How did these individuals work as a team? What was the hardest part of getting them to work as a team? Was the team successful on the project?

4. Describe a time when you were able to build team spirit in an environment of low morale.

Attention to Detail

1. Tell me about a time when your attention to detail prevented a costly mistake.
2. Describe a situation where you didn't pay as close attention to the details as you should have.
3. Tell me about a time when you paid too much attention to the details and not enough to the big picture.

Diversity

1. Tell me about a time when you had to resolve a difference of opinion with a coworker/customer/supervisor. How do you feel you showed respect for that person?
2. Tell me about a time you had to adapt to a wide variety of people by accepting or understanding their perspectives.
3. What do you find to be the most challenging aspect of working in a diverse environment? What have you done to overcome the challenge?
4. Give me an example of a time when a person's cultural background affected your approach to a work situation.
5. Tell me about a time you adapted your style in order to work effectively with those who were different from you.

Initiative

1. Give me an example of a project or task that you had to accomplish without sufficient information, guidelines, or direction.
2. Describe a time when you took the initiative to act rather than waiting to be told what to do.
3. Give me some examples of you doing more than what was expected of you in your job.

Problem Solving

1. We can sometimes identify a small problem and fix it before it becomes a major problem. Give me an example of how you have done this.
2. Give me an example of a time you identified a potential problem and resolved the situation before it became serious.
3. Tell me about a stubborn or recurring problem you are facing in your current position. What have you done to solve it?